

# Exhibit 4

**From:** Aimee Hoffman  
**Sent:** Wednesday, February 17, 2010 1:13 PM  
**To:** Aimee Hoffman  
**Cc:** Jackie Brown; Helen McDevitt; David Johnson (HR); Cindy Ballard; Kara Vega; Rob McClary; Johanna Perez; Sheila Andrews; Brian Wright  
**Subject:** Summer Intern Program!

Dear Intern Supervisor:

Summer is fast approaching! We are preparing to send out the internship request forms and wanted to remind you of our goals:

- HIRE OUR INTERNS for full time positions!!
- Prepare and develop interns for full time openings across the company
- Establish pipelines of high potential talent in targeted schools and professional organizations

Please consider these goals when you make your requests.

#### **GUIDELINES TO THE SUMMER INTERNSHIP PROGRAM**

##### **Purpose**

The purpose of the Internship Program is to identify talent early and build a diverse and trained pipeline, while giving students experience that complements their education.

##### **Interns Should Be...**

- ✓ Fresh new energy to your team bringing new ideas and different perspectives
- ✓ Useful assistance on key projects and day-to-day operations
- ✓ Given professional feedback to help him/her grow

##### **Interns Should NOT Be...**

- ✗ Requested due to a busy season, heavy workload or hiring freeze
- ✗ Administrative support or cheap labor
- ✗ Hired to replace regular employees

#### **INTERN QUALIFICATIONS**

- Enrolled in a bachelor/master's degree program at an accredited college/university
- Sophomore standing or above
- Able to provide proof of ability to receive college credit for an unpaid internship
- Able to commit a minimum of 16 hours per week

#### **INTERN SUPERVISOR EXPECTATIONS**

- Give the intern an introduction to the team and orient them to your office environment



- Provide project-related work and duties that will give educational value to the intern
- Give constructive feedback and provide day-to-day coaching
- Be supportive of the intern's growth and development

Please let me know if you have any questions. **The summer request form will be emailed to you shortly.**

Aimee

**Aimee Hoffman**

Recruiter, Internship and Outreach Programs

Fox Entertainment Group

p: 310-369-<sup>REDACTED</sup>

f: 310-969-<sup>REDACTED</sup>

[aimee.hoffman@<sup>REDACTED</sup>](mailto:aimee.hoffman@<sup>REDACTED</sup>)



Please consider the environment before printing this e-mail.